# Letter coach with exercises H4/V4/H5

**Advertisements** **(*) pages 8-9

Reading ▪ Writing

## ASSIGNMENT 24

Warming up 10

Team up with one or two fellow classmates and discuss the following questions.

1 Have you ever had a holiday job or part-time job? What is or was it like? Tell your classmates about your experience(s) with jobs.
2 As to (holiday) jobs, what is more important to you: having fun and gaining experience, or the money that you earn? Explain your answer.
3 Would you consider a (holiday) job abroad? Why (not)?
4 Mention three characteristics you think employers are always looking for in employees.
5 Scan the job adverts on pages 8 and 9 of your Magazine. Which job appeals to you most? Explain to your classmates why you think you like this job better than the other ones.

## ASSIGNMENT 25

Pre-reading 15

**A**

What does it take to get a job? Below is a list of personality traits that are often mentioned in job adverts. Individually, match them with their Dutch translations. *Note:* There are two extra translations you don't need.

| | | | |
|---|---|---|---|
| 1 | accurate | a | ambitieus |
| 2 | confident | b | betrouwbaar |
| 3 | dedicated | c | enthousiast |
| 4 | energetic | d | flexibel |
| 5 | enthusiastic | e | hardwerkend |
| 6 | flexible | f | loyaal |
| 7 | hands-on attitude | g | nauwgezet, precies |
| 8 | hard-working | h | praktisch |
| 9 | outgoing | i | proactief |
| 10 | presentable | j | representatief |
| 11 | proactive | k | servicegericht |
| 12 | reliable | l | sociaal |
| 13 | responsible | m | toegewijd |
| 14 | service-oriented | n | verantwoordelijk |
| | | o | vol zelfvertrouwen |
| | | p | voortvarend |

## ASSIGNMENT 26

Reading 15

**A**

Have a look at the advertisements on page 8 of your Magazine. Answer the following questions in correct Dutch. Write full sentences.

1 Welke eigenschappen moet je in ieder geval hebben voor een vakantiebaan bij Lightwater Valley Family Adventure Park? Noem er ten minste vier.
2 Moet je ervaring hebben om bij Lightwater Valley te werken?
3 Wat heeft Lightwater Valley jou als vakantiekracht te bieden? Noem ten minste drie dingen.
4 Wat voor soort werk doe je als *store assistant* bij Leisure Time Sports?
5 Moet je ervaring hebben voor de baan bij Leisure Time Sports?
6 Hoeveel uur per week ga je ongeveer werken bij Leisure Time Sports?
7 Wat is een harde eis waar je aan moet voldoen om in aanmerking te komen voor de baan bij Leisure Time Sports?

**B**

Now have a look at the ads on page 9 of your Magazine. Fill in the grid. Write down a question mark (?) if the requested information isn't given in the advert.

| | LOCATION | ACCOMMODATION YES/NO | WAGES | EXPERIENCE NEEDED? | TRAITS |
|---|---|---|---|---|---|
| *Au pair* | | | | | |
| *Seasonal sales assistant* | | | | | |
| *Part-time waiter/ waitress* | | | | | |
| *Office assistant* | | | | | |

## ASSIGNMENT 27

Pre-writing 20

Writing a formal letter, you should pay extra attention to form, grammar, and spelling. Read the Letter Coach on pages 3 and 4 of this Student File. Then look at the letter below. It contains all sorts of mistakes. On your own, spot the 20 mistakes and correct the sentences. Then team up with a classmate and compare your answers.

Mateo Lopez
Westerweg 169
1815 JJ Alkmaar
Netherlands

Rock Garden Café Bar
40-42 Swan Street
Torquay, TQ2 5ES
United Kingdom

11-2-2025

Hi there!

I was reading your advertisement in the *Evening Post Online* and I would like to apply for the position of waiter on your café.

My name is Mateo Lopez. I'm eighteen years old. At the moment I prepare for my final exams, but I really wanna live and work in the UK after the summer for a year.

I'm working in a Italian restaurant every saturday for the last two years, so I have experience as a waiter. I am relyable, with excellent communication and interpersonal skills. I speak English very good and I am willing to learn new skills quickly. I have an outgoing personality and I enjoy the challenge to work in a busy environment.

I will be availlable from 1 May 2025. Thank you for you're time and consideration. I look forward to hear from you at your earliest convenience.

Thank you,

Mateo Lopez

Mateo Lopez

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## ASSIGNMENT 28

Pre-writing — 10

The following words and phrases are often used in letters of application. Translate them into correct English. Use a dictionary if necessary.

1 ik las uw advertentie in
2 ik schrijf u deze brief
3 met betrekking tot
4 solliciteren naar
5 mijn sterke punten
6 ik spreek vloeiend Engels
7 ervaring
8 diploma's
9 op dit moment
10 beschikbaar
11 sollicitatiegesprek
12 ik zie uit naar uw reactie
13 ik heb een kopie van mijn cv bijgevoegd

## ASSIGNMENT 29

Writing — 40

**Step 1**
First, read the Letter Coach on pages 3 and 4 of this Student File again.

**Step 2**
Then have a look at the adverts on pages 8 and 9 in your Magazine again. Which job appeals to you most? Choose one of the jobs to write a letter (or email) of application for.

**Step 3**
Then follow the formal letter instructions below. Skip a line between each step. Use words or phrases from Assignment 28 if possible. For emails (instead of hardcopy letters) some of the steps are slightly different or can be skipped altogether; consult the Letter Coach for information on the differences.

| STRUCTURE | CONTENTS |
|---|---|
| **1** addresses (letters only) | Write down your own address (not your name) at the top left-hand side of your letter. Then skip a line and write down the name and address the letter is going to. |
| **2** date (letters only) | Always write the date in full. For example: *23 October 2024*. |
| **3** salutation | If you don't know who you are writing to, you start your letter with *Dear Reader,*. If you do have a name, begin with *Dear Mr ...,* or *Dear Ms ...,*. |
| **4** introductory paragraph | The first paragraph should be brief, perhaps two or three sentences, stating what job you are applying for, why and how you learnt about it. Remember: in formal letters you should write *does not* and *is not*, instead of contractions like *doesn't* and *isn't*. The same goes for *wanna* and *gonna* (*want to* and *going to*). |
| **5** body paragraph(s) | The body of your letter should consist of one to three longer paragraphs in which you write about your background, your qualifications and experience in the field of the required duties, and other skills. |
| **6** concluding paragraph | The concluding paragraph of your letter should request an interview (or some other response, as appropriate). State where and when you can be reached, and express your willingness to come to an interview or supply further information. Close by thanking your reader for their time and consideration. |
| **7** complimentary close | If you don't know the name of the addressee: *Yours faithfully,*. If you do have the name of the addressee: *Yours sincerely,*. |
| **8** signature | Sign the letter with your individual signature, but also write (or type) your name below. |
| **9** *Enc.* or *Cc.*: ... (letters only) | If you have enclosed a document (*Enc.*) or if you are also sending your letter to someone else (*Cc.*: ...), write down these abbreviations at the left-hand bottom of your letter. |
| **10** curriculum vitae (CV) | On a separate piece of paper you write down an overview of your educational background, diplomas, and (special) skills. (This step is not required for this assignment.) |

## ASSIGNMENT 30

Post-writing — 10

Reread your letter. Use the following checklist. Tick the boxes. Rewrite parts or make revisions if necessary. Finally, hand in the letter to your teacher.

| | | CHECK |
|---|---|---|
| 1 | Have you skipped a line between the different steps? | yes / no |
| 2 | Have you checked your grammar and spelling? | yes / no |
| 3 | Is it clear to the reader why you are writing the letter? | yes / no |
| 4 | Is it clear who you are writing the letter to? | yes / no |
| 5 | Have you used formal language? | yes / no |
| 6 | Have you avoided contractions like *I'm*, *you're*, *doesn't*, and *isn't*? | yes / no |

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# Lightwater Valley Family Adventure Park

## Seasonal jobs to make memories...
## Become part of the adventure!

We aim to exceed guest expectations by offering great value for money, exceptional customer service, and a dedicated team of enthusiastic and engaging staff, creating lasting happy memories for all the families who visit us.

We are now looking for exceptional individuals to join us for next summer season. Our temporary staff are key to our success. We offer full training and ongoing support throughout the season, and whatever stage you are at in your working life, we have something for you. Vacancies are available in all departments offering full-time, part-time, and flexible hours. No experience necessary – personality is key and the rest can be trained!

### Staff benefits

- Discounted food & drink on duty
- Employee discounts, including discounted park tickets for friends and family
- Uniform provided
- Full training provided
- Huge career opportunities
- A fun and dynamic working environment

So, if you are enthusiastic, friendly, and can deliver great customer service please get in touch, we'd love to hear from you!
Please send your application to: North Stainley, Ripon, North Yorkshire, HG4 3HT.

At **LEISURE TIME SPORTS**, we pride ourselves on creating a shopping environment that is friendly and welcoming, where customers can trust they are getting genuinely helpful advice and quality products, all wrapped up in an enjoyable experience when visiting our store. For example, we don't just sell running shoes – we are continually educating ourselves and growing in our knowledge of biomechanics and running shoe technologies to help our customers get a great pair of shoes that will serve them well.

We are looking to add a **part-time store assistant** to the team who will help to further enrich our environment and is committed to serving customers in a way that helps both the customer and our business thrive. In addition to serving customers in-store, this role also includes picking and shipping online orders, stock management, restocking items, and merchandising.

### REQUIREMENTS

- Trustworthy, friendly, and enthusiastic
- Reliable and punctual
- Eager to learn and improve, interested in developing your knowledge base
- Interested in team sports and personal fitness
- Genuine desire to serve people
- Applicants must be over 17 years of age

This position is part-time and is for approximately 8-12 hours per week. Some weekend work will be required. To apply, please send your letter of application demonstrating how you fit the profile we're looking for to: 52 Market Street, Haddington, East Lothian, EH41 3JG.

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# Interested in one of these jobs?

## Contact us at *recruitment@studentjobinternational.co.uk*

### Au pair (vacancy #3953)

Busy professional couple with homes in Greater London and Cornwall requires an au pair to help with child and pet care for two children (9-year-old girl and 11-year-old boy) and two family dogs. Hours are flexible. Main duties involve keeping the house clean, laundry, ironing, childcare, and dog walking. Weekly allowance is £120. All food, rent, Internet, bills, transport (use of car possible), bed linen, etcetera are obviously provided/paid for by us. You will have your own bedroom and use of house as necessary. Start date ASAP.

### Seasonal sales assistant (vacancy #3571)

We're looking for a seasonal sales assistant to assist in the running of a tourist shop in Liverpool. Your duties will include: serving customers and taking sales, keeping shop clean, neat, and tidy, replenishing and restocking displays, receiving and pricing stock. You must enjoy talking to and serving tourists. Foreign language skills would be an advantage. You should be hard-working and able to work on your own initiative. Hours of work will be 4 hours per day, 5 days a week on a rota basis over 7 days. National Minimum Wage rate applies.

### Part-time waiters/waitresses (vacancy #3199)

We are currently recruiting highly presentable waiters/waitresses for an award-winning Canary Wharf restaurant. What's on offer? A very competitive salary, one of the best training programmes in this industry, and plenty of opportunity to grow in this company. You are expected to maintain exceptional customer service standards and should possess a good knowledge of food and wine. You should have excellent communication skills and the ability to work well within a team. Flexible hours (minimum 12 hours per week).

### Office assistant (vacancy #3541)

We are looking for an office assistant for a busy sales office in North London. The job includes faxing, filing, and photocopying, answering the phone, working with spreadsheets, data entry, and liaising with the managing director on various matters. We are looking for a hard-working, organised, and responsible individual with a basic knowledge of Excel, good telephone manner, and a good typing speed. Hours of work would be: Monday to Friday, 8.30 a.m. to 5.45 p.m. Experience with working in an office is not essential; the ability to learn quickly is! This position pays a salary of £290 per week.